

# **READVERTISEMENT**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena MT 59604**

## **VACANCY ANNOUNCEMENT**

**March 5, 2008**

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<b>TITLE:</b>	Care Management Supervisor
<b>POSITION NO:</b>	11724
<b>LOCATION:</b>	Health Resources Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY PLAN:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$41,223 - \$51,529 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, March 19, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**TYPICAL DUTIES:** This position assures the effective development, management, and leadership of Medicaid care management programs; and supervises five section staff. Specific duties include developing policies and programs to further the activities of care management; assure compliance with department, state, and federal requirements; budget development for management approval and manage operations budget; assure program managers utilize surveillance, evaluation, and quality improvement data to design and modify coverage and reimbursement and redirect resources as indicated; assure the implementation and maintenance of cost-saving initiatives identified by the bureau chief; and serve as bureau chief in his/her absence.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of the principles of supervision and management; budgets and financial management; research and policy analysis principles; administration of programs; and complex data systems such as decision support systems and mainframe databases.

Skills: Skill in implementing diverse, multi-layered, dynamic systems; and conducting program and project planning, management, and evaluation.

Abilities: The ability to manage complex situations and projects; communicate effectively with co-workers, management and the public; speak and write professionally and clearly; interpret and apply laws, rules, and regulations; and establish and maintain effective working relationships.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in business, health administration, public administration or a related field **AND** three years of professional experience managing complex projects or programs. Supervisory experience may be included within the three years of experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Copy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:**  
HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must

produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Care Management Supervisor  
Position: #11724  
Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplement questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

**NOTE:** Your answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume. **Please limit answers to two pages per question number.**

1. Programs directed by this position include Passport to Health, Team Care, and Nurse First. Please select one of these three programs and explain the program. Please be sure to include the program's purpose and conclude with your viewpoint on the program.
2. Please describe your experience implementing and managing complex programs and/or projects. Include a description of each program or project and corresponding dates. List and describe key components you always incorporate. What challenges might you encounter? Please describe your greatest success.